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25 December 1955

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instruction

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GENERAL

1. FBIS wire service to the US delegation at the Foreign Ministers' Conference in Geneva continued until the Conference ended on 16 November. Total wordage filed approximated 80,000.

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2. The 1955 edition of "Broadcasting Stations of the World" printed by Government Printing Office was disseminated officially, and placed on public sale by Government Printing Office. This is the first year that this publication has been available to anyone who wishes to purchase it.

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3. FBIS has received an OCI requirement for full coverage for 90 days of Radio Tetuan. The Air Force has not yet met its commitment to supply recordings, and Mediterranean Bureau has been alerted that it may be called upon to detail a monitor to the USIS station in Tangier to undertake this monitoring.

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4. Air Technical Intelligence Center and Air Force Office of Intelligence solicited FBIS views on the

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In reply, FBIS expressed disinterest in continued routine TV monitoring with present equipment and techniques, but reaffirmed interest in coverage of speeches carried exclusively on TV, and in development of improved video monitoring equipment. The German Bureau continues to monitor West German TV when appropriate.

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5. After reviewing the Hokkaido Bureau's Chita Oblast Files, ORR expressed particular interest in the sections concerning territorial administrative divisions and locations of kolkhozes and sovkhoses by rayons and oblasts, and these portions of the remaining fourteen oblast files are being reproduced in Hokkaido. Nowhere else to ORR's

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knowledge is there a listing of these farms by minor divisions. The balance of the information in the Hokkaido files is considered by ORR to be largely available through other sources, including FBIS publications. [REDACTED]

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[REDACTED]

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7. The two morse code--teletype converters ordered from CGS Laboratories were delivered to East Coast Bureau. Initial operation was informal and limited, pending adjustment of equipment and orientation of FBIS personnel by the manufacturers' engineers. The converters have now been integrated into the code monitoring operations of the bureau, and performance is being studied and evaluated. [REDACTED]

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8. Purchase of a duplex apartment building to provide quarters for one married and two single classified employees of the Saigon Bureau was completed. Minor modifications, partial furnishings, water heaters, and air conditioners, are being installed. [REDACTED]

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9. Six duplex and two BOQ housing units under construction at the Okinawa Bureau are 60% complete. Outside utilities are 46% complete. [REDACTED]

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10. Mr. Paul Eckel of the Inspector General's Office inspected the Tokyo, Hokkaido, Okinawa, Saigon, and West Coast Bureaus during November, and East Coast Bureau in early December. [REDACTED]

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11. FBIS prepared and disseminated to field bureaus a training manual, based on the Agency training catalogue, which will acquaint classified field personnel with the objectives and the content of the courses given by or arranged through the Agency. [REDACTED]

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12. [REDACTED] Administrative Officer, FBIS, visited West Coast and Far Eastern Bureaus during November and early December in the course of a field inspection trip to all overseas Bureaus. [REDACTED]

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#### FIELD OPERATIONS COMMENT

##### 1. Teletype Procedure:

- a. It has been brought to FBIS attention that improper

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message alignment functions are being used at times for traffic introduced into the Army Signals network (ACAN) by FBIS bureaus. It cannot be too strongly emphasized that on traffic transmitted via the ACAN, the machine functions described in ACP 127(B), Chapter 1, Section II, paragraph 105, must be letter perfect in order to avoid delaying the transmission. Automatic tape relay systems in the ACAN are engineered to respond to a sequence consisting of 5 spaces, 2 carriage returns, 1 line feed, precedence designation repeated, and routing indicator(s) to relay a message properly. It is a common tendency of operators to type a letters function following the 2 carriage returns and 1 line feed. The letters key should be used only when shifting from upper case to lower case, and not as a precautionary measure. If a letters function appears between the line feed and the precedence designation, the transmission is automatically intercepted at the relay point and routed to a supervisory position as an incorrectly prepared message. The supervisor then must determine the reason why the message was intercepted, manually correct the trouble, and reintroduce the message into the automatic system. Operators can eliminate these difficulties by assiduously avoiding the letters function except where actually required, and by conforming strictly with the end of message functions as prescribed.

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b. The great bulk of traffic of FBIS bureaus in the Pacific Theater passes through the primary relay station near San Francisco RUWP, which has just been converted to fully automatic operations, and where an intensive monitor program is being instituted in reference to this subject.

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## 2. Special Cruising Activity

a. Bureaus participating in the supplementary cruising program under instructions issued in August 1955 will be interested to know that the sponsoring organization, now named "Radio Stations Register", cited the initial FBIS contribution as "the best received from any monitoring source." This is due primarily to the reports' completeness and accuracy (WCB especially) and to the number of targets not reported by other sources (ECB especially).

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b. More emphasis on Communist countries would be valuable in meeting the requirements of this project. During optimum

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reception from USSR and China it will pay to concentrate on the lower frequency ranges of short wave, even 2 and 3 megacycles when open. West Coast and Okinawa Bureaus have been particularly requested to attempt VLF observations whenever possible. Virtually no VLF reports are currently reaching the Radio Station Register, and unidentifiable signals of any new type are welcomed in this range as well as identifiable signals. [ ]

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c. Intercept reports of press transmissions which are current in the FBIS "Press Schedules" book are not very useful and should be avoided. However any observation of change to existing schedules listings or of new information relative to press transmission is of obvious value to FBIS. All press reports, including unscheduled point-to-point, should be screened out by the reviewing cruising monitor, followed up and amplified where appropriate, and integrated with the normal FBIS cruising reporting system. [ ]

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EDITORIAL COMMENT [ ]

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## 1. All Bureaus

a. Field editors are again requested to take more care in the preparation of heads for briefs so that essential information can be spotted at a glance. This is important not only for Daily Report editors in their collating of subject matter, but also for consumer reading panels. Heads should emphasize the most important element in the brief. The two or three words selected should have definite index value.

b. To permit a more logical grouping of items, insure greater continuity from day to day, and remove possible misconceptions as to the content patterns of the various broadcast services, material in the USSR segment of the Daily Report, as of 12 December, is being separated according to topical and geographical breakdowns instead of according to intercept services as at present. Under the new format, Section BB will be designated "USSR INTERNATIONAL AFFAIRS," Section CC "USSR NATIONAL AFFAIRS," and Section DD "USSR REGIONAL AFFAIRS."

## 2. West Coast Bureau

Some editors, in the briefing process, appear to be lifting the introductory sentence or paragraph from text and ignoring the rest of the item. Such practice can be particularly harmful in Communist material, where the most significant elements in an item are often somewhere in the middle or at the end of the item.

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## 3. London Bureau

A note of caution for the authors of the Soviet and East European roundups: Since in many cases the roundups arrive well in advance of the material they summarize and often provide the basis for the daily sheet of "Significant Foreign Radio Reportage," care must be taken that statements included are clear, precise and accurate, and not susceptible of misinterpretation or distortion. As a case in point, the Soviet roundup for November 25-27 reported TASS as announcing the "changing of the name of the Moscow subway from the Kaganovich to the Lenin subway." A subsequent reading of the pertinent decree revealed that no actual reference was made to the subway having previously honored Kaganovich. The roundup's implication that TASS itself had specifically noted the withdrawal of this recognition implied official sanction for an apparent slight to Kaganovich when apparently none was intended, as witness his name having been assigned to a specific subway station. Similarly, the East European roundup for December 2-4 reported PAP as announcing the arrest November 7 of an alleged American spy. Actually the item said merely that the acts with which he was charged took place on that day, but the arrest occurred much more recently.

## 4. German Bureau

a. On page 3 of the Letter of Instruction dated 17 October 1955 the matter of correct form of "Corrections" is discussed at length. Reference is there made to a similar paragraph in the Letter of July 1955. Bureau editors are requested to review the proper form for "Corrections" and use it.

b. The prompt and comprehensive coverage of the Bonn coalition crisis, Brentano's foreign policy declaration, and the recent wage-price conflicts was very helpful and is greatly appreciated. The television coverage of Brentano's speech was favorably received, and monitoring of this medium is highly commended.

## 5. Mediterranean Bureau

a. The Mediterranean Bureau is commended for its coverage of the October Revolution celebrations in the various Republics of the USSR. Section DD of the Daily Report of 8 November and some days following carried this material, and this reportage,

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taken together, is most impressive.

6. Okinawa Bureau and Others

a. When an official or policy statement issued by a Communist-controlled government or by a high-ranking official of such government is monitored, the item should, of course, be filed from the voice if that is the first available version; but the English Morse version, which is the official translation, should also be filed as soon as it becomes available. Example: The 16 November 1955 statement by Nam II on UNGA discussion of the Korean question.

b. Lately there has been a sparsity of items from India, Pakistan, and Afghanistan, and Nationalist China, especially press reviews. In view of widespread interest in this area any efforts to increase the file of worthwhile material will be appreciated.

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c. Okinawa is commended for its prompt and accurate processing over the Veterans' Day weekend of the 29-take Numeral Code report on the draft code for cooperatives in China.

7. Saigon Bureau

The Bureau is commended for the improvement in the quality of editorial processing observed during November.

PROPAGANDA ANALYSIS COMMENT

1. Bureaus should on their own initiative check different versions of highly important or unusual items from Communist radio broadcasts for indications of tailoring. For example, Khrushchev's violently anti-Western remarks at Rangoon are so contrary to the prevailing Geneva Spirit approach in Communist propaganda that it is necessary to know if any effort was made to blunt their impact by deletion or summarization in broadcast accounts of the speech. Sample texts of varying versions are appreciated, but please do not file identical versions for comparison; two versions of a TASS statement filed recently, one "for comparison only," proved identical upon comparison here.

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2. Lists filed by all bureaus covering Cominform journal articles broadcast by Orbit radios over a two-week period are being examined to determine the importance of this organ as a source for radio propaganda. The generalization of [ ] from Mediterranean Bureau that the only articles broadcast beside editorials are those by local party leaders and the comment that absence of journal material from Soviet regionals during this period is not unusual are excellent examples of valuable supplementary information supplied on bureau initiative. [ ]

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3. Editor's notes like that in [ ] from Mediterranean Bureau concerning Dzhavakhishvili's apparent absence from the political scene from September through November, report valuable observations often only apparent from the field's vantage point. To avoid misunderstandings, however, it is suggested that when press materials are used to supplement broadcast information (and they should be used as much as possible) the dates of issues covered be stated. In the Dzhavakhishvili case, it was learned that the Georgian leader had spoken at an October Revolution anniversary meeting in Tiflis. We assume that the 7 November KOMMUNISTI was either not available or had not yet been scrutinized at the time the editor's note was filed, but the information still would have been valid had the date of the last newspaper checked been reported. It is also suggested that whenever possible editor's notes be followed up when significant new information becomes available, in this case the 7 and 10 November KOMMUNISTI report on Dzhavakhishvili's appearance in Tiflis. [ ]

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4. The first Report based on material from the German Bureau's new press scrutiny operation, entitled "Blueprint for a Socialist Germany," was made possible by coverage of unbroadcast major speeches and central committee resolutions at the October SED plenum. [ ]

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5. All bureaus supplied round-ups for a Radio Propaganda Report on world assessment of the Foreign Ministers' Conference, and tabulations supplied by the Mediterranean Bureau provided the basis for a Report on Soviet regional practice in reprinting PRAVDA editorials. Other Reports examined the recall to Bolshevism inherent in Kaganovich's October Revolution Speech and described changes in the October Revolution slogans, and a typescript paper outlined propaganda indications of Soviet policies in the Middle East. [ ]

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ADMINISTRATION

1. A regulation will be forthcoming in the near future establishing temporary lodging allowances for personnel returning to the United States from overseas assignments. Home service transfer allowances, dependent upon zone assignments, will also be provided. Effective date is expected to be 10 July 1955.

[Redacted]

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2. All supervising and reviewing officials are reminded to give careful consideration to Fitness Reports. All the "X" blocks should be checked and complete statements are required in the paragraphs under Section V.

[Redacted]

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3. The following FBIS issuances have not previously been reported;

[Redacted]

Distribution: F-3  
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F-3  
F-3  
F-3 (Domestic  
Bureaus &  
Staff Officer

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PERSONNEL CHANGES

[Redacted]

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1. New Employees:

[Redacted]

Assignment:

Prop. Analyst Radio Prop. Branch  
Teletypist East Coast Bureau

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2. Reassignments to FBIS:

[Redacted]

Assignment:

Prop. Analyst German Bureau

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3. Reassignments Within FBIS:

[Redacted]

From: To:

Editor Ed. Branch Editor ECB

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4. Separations:

Clerk Admin. Staff

Clerk RPB

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From:

Monitor East Coast Bureau

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ALAN M. WARFIELD

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